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4 AUGUST 1965

MEMORANDUM FOR: EXECUTIVE DIRECTOR-COMPTROLLER

SUBJECT : REPORT OF CABLE SECRETARIAT OPERATIONS 1 - 31 JULY 1965

1. CABLES PROCESSED

A. THE COMBINED WORK UNITS OF CIA AND NON-CIA CABLES TOTALED 53,999 ITEMS BROKEN DOWN AS FOLLOWS:

CIA IN CABLES	20,658
CIA OUT CABLES	8,146
MISCELLANEOUS AND ARCHIVES (723)	5,071
NON-CIA	<u>20,124</u>
TOTAL WORK UNITS	53,999

B. CIA IN AND OUT CABLES TOTALD 206,409 FOR THE PERIOD JANUARY - JULY 1965, UP 4% COMPARED TO THE SAME PERIOD OF 1964 (198,274) AND UP 14% FOR THE SAME PERIOD OF 1963 (181,338).

C. NON-CIA CABLES FOR JANUARY - JULY 1965 TOTALD 132,495, AN INCREASE OF 20% OVER THE SAME PERIOD IN 1964 (110,404) AND 27% HIGHER THAN THE SAME PERIOD IN 1963 (104,656).

D. WORK UNITS TOTALD 372,194 FOR JANUARY - JULY 1965 PERIOD, UP 10% OVER THE SAME PERIOD 1964 (337,072). THE CABLE SECRETARIAT DID A DAILY AVERAGE OF 1741 ITEMS EACH 24 HOURS INCLUDING SATURDAY AND SUNDAY.

E. 1260 CABLES OR 25% OF ALL CABLES PROCESSED WERE FURNISHED TO THE DIRECTOR AS COMPARED WITH 1700 OR 35% FOR JUNE 1965.

2. PERSONNEL

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OUR ON DUTY STRENGTH LESS SUMMER EMPLOYEES REMAINS AT [REDACTED] OUR SUMMER EMPLOYEES CONTINUE TO BE OF TREMENDOUS HELP WHILE THE OFFICE OF PERSONNEL IS PROCESSING EMPLOYEES TO FILL OUR VACANCIES. THE OFFICE OF PERSONNEL IS BEING INFORMED OF OUR PERSONNEL NEEDS AND THE REQUIREMENT THAT OUR T/O BE KEPT COMPLETELY FILLED.

3. GENERAL

A. ON 6 JULY 1965 THE CABLE SECRETARIAT STARTED PUBLISHING THE CONFIRMATION PORTION OF CIA MESSAGES.

GROUP 1
Excluded from automatic
downgrading and
declassification

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SECRETARIAT REGARDING THE FEASIBILITY OF USING ADP EQUIPMENT WAS APPROVED.

C. ATTACHED IS A COPY OF A MEMORANDUM TO ALL CABLE SECRETARIAT PERSONNEL, SUBJECT: "PROCEDURES IMPROVEMENT PROGRAM AND ASSOCIATED PROBLEMS, CABLE SECRETARIAT, FY 1966" DATED 4 AUGUST 1965.

D. I HAVE BEEN ACCEPTED TO ATTEND THE INTERMEDIATE EXECUTIVE COURSE (MIDDLE MANAGEMENT) TO BE CONDUCTED BY THE DEPARTMENT OF DEFENSE COMPUTER INSTITUTE DURING THE PERIOD 16 - 27 AUGUST 1965. THIS COURSE IS DESIGNED TO ACQUAINT THE MANAGER WITH COMPUTER CONCEPTS AND HIS ROLE IN THE PLANNING FOR AND UTILIZATION OF COMPUTERS. LATER, IN THE PERIOD SEPTEMBER - DECEMBER, I HAVE BEEN ACCEPTED TO SERVE ON AN ACTIVE DUTY STATUS (MY TWO WEEKS ACTIVE DUTY) WITH THE UNIT AT FT. RICHIE NOW USING ADP EQUIPMENT FOR MESSAGE PROCESSING.

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[REDACTED] CABLE SECRETARY

ATTACHMENT

MEMORANDUM TO ALL C/S PERSONNEL

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